

# Excel Advanced Course Online

Master advanced Excel functions, macros, and data analysis techniques to enhance efficiency and manage complex data in any professional environment. This course is perfect for experienced Excel users looking to elevate their skills.

Group classes in Live Online and onsite training is available for this course. For more information, email [partnerships@vdc.edu](mailto:partnerships@vdc.edu) or visit: <https://vdc.edu/courses/excel-level-iii-advanced-course-online>



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## Course Outline

### Advanced Navigation

#### Advanced Navigation

Advanced navigation techniques

#### Fill Review

Review of Autofill conventions and techniques

### Cell Management

#### Advanced Cell Locking

Create powerful formulas by locking either the column or the row

#### Hot Keys

Transform the ribbon into a visual listing of pre-assigned shortcuts

#### Cell Auditing

Observe the relationship between formulas and cells

#### Go To Special

Quickly select cells that meet certain criteria

### Special Formatting

#### Conditional Formatting-Formulas

Create custom rules for Conditional Formatting with formulas

#### Date Functions

Calculate dates with a variety of functions

## **Custom Number Formats**

Customize number formats to meet specific requirements

## **Advanced Functions**

### **Nested IF statements**

Nested "IF" statements allow for more than just two possibilities in a single cell

### **IF statements with AND/OR**

Expand the functionality of the IF function by adding an AND / OR criteria

## **What If Analysis**

### **Goal Seek**

Find the desired result by adjusting an input value

### **Data Tables**

Data Tables show the range of effects of one or two different variables on a formula

## **Advanced Analytical Tools**

### **Calculation Options**

Minimize volatility by changing calculation options

### **Conditional SumProduct**

Use SumProduct with conditions to exclude data that does not meet certain criteria

### **Pivot Table-Base Fields & Sets**

Analyze data in a Pivot Table with increased granularity by defining base fields and sets

### **Pivot Table-Calculations**

Create calculated rows or columns in a Pivot Table that go beyond the source data

### **Pivot Charts**

Create dynamic, graphical representations of Pivot Table data

## **Advanced Database Functions**

### **XMATCH function**

Return the relative position (column or row number) of a lookup value

### **INDEX-MATCH**

Efficiently return a value or reference from a cell at the intersection of the row and column

### **INDEX-Double MATCH**

Use a second Match function to create a powerful, two-way lookup tool

## **Introduction to Macros**

### **Recording Macros**

Record macros that involve formatting and calculations

## **Dynamic Arrays**

### **Dynamic Arrays**

Use formulas that can return arrays of variable size

## **End of Class Projects**

### **Projects**

End of class project to review key concepts from the class